



---

**EFFECTIVE DATES AND ORDER PLACEMENT ANNOUNCEMENT**  
**25-YEAR AND RETIREMENT SERVICE AWARDS**  
**Pricing Effective 01/19/2005 – 08/31/2005**

This document serves as the Ordering Instructions for the time period noted above, while a new contract for Service Awards is bid. Pricing effective 01/19/2005 through 08/31/2005 is noted on page 2 of this document. There have been no changes to the pricing and award items being offered. The California Government Code Section 19849.9 is the statute that applies to the Service Award Program. As a reference, the Government Code language is noted on page 3 of this document.

**ORDER PLACEMENT:**

All customer service functions are being handled by the manufacturing and distribution center of **Midwest Trophy Manufacturing Company, Inc., MTM Recognition Division** (formerly MTM/Jostens Recognition). Orders may be placed to the supplier as follows:

Midwest Trophy Manufacturing Company, Inc,  
MTM Recognition Division  
615 S. 6<sup>th</sup> Street  
Princeton, IL 61356  
Toll Free: (800) 443-4618  
Toll Free Fax: (866) 674-0498

Customer Service Contact: Mary Ellen Nelson  
Extension 2655  
E-mail: [maryellen.nelson@mtmrecognition.com](mailto:maryellen.nelson@mtmrecognition.com)

Customer Service Manager: Patty Vladika  
Extension 2610  
E-mail: [patty.vladika@mtmrecognition.com](mailto:patty.vladika@mtmrecognition.com)

**REQUIREMENTS FOR ORDERING SERVICE AWARDS DURING THIS INTERIM PERIOD ARE AS FOLLOWS:**

1. Transactions valued at \$100 and less. Departments may make purchases valued at \$100 and less without delegated purchasing authority. Departments may use a Std. 40A (Sub-Purchase Order) form or a Std. 65 (Purchasing Authority Purchase Order) form. When using a Std. 65, do not enter the department's purchasing authority number in the "Purchasing Authority Number" box.
2. Transactions valued greater than \$100 that are within the department's purchasing authority. Departments granted purchasing authority must use a Std. 65 (Purchasing Authority Purchase Order) form, unless the transaction is less than \$5,000.00 and payment is made with CAL-Card. Transactions valued less than \$5,000.00 must comply with Government Code Section 14838.5(c). Transactions valued \$5,000 and greater, if non-competitively bid, must comply with Management Memo 03-10.
3. Transactions that exceed the department's purchasing authority (includes departments that have not been granted purchasing authority). Orders that exceed a department's delegated purchasing authority must be submitted to the Department of General Services, Procurement Division, on a Std. 66 (Purchase Estimate). Orders valued \$5,000 and greater, if non-competitively bid, must be accompanied by an approved Non-Competitively Bid Contract Justification. Submit orders to: Department of General Services, Procurement Division, Attn: Mary Lam, 707 Third Street, Second Floor North, P. O. Box 989054, West Sacramento, CA 95798-9054.
4. All orders less than \$5,000.00 may be considered "fair and reasonable" due to the commitment by Midwest Trophy Manufacturing Company, Inc., MTM Recognition Division to set current pricing at last year's contract price.

**EFFECTIVE DATES AND ORDER PLACEMENT ANNOUNCEMENT**  
**25-YEAR AND RETIREMENT SERVICE AWARDS**  
**Pricing Effective 01/19/2005 – 08/31/2005**

**PRICING – EFFECTIVE 01/19/2005 (GOOD UNTIL 08/31/2005):**

**TWENTY-FIVE YEAR AWARDS**

<b><u>Item</u></b>	<b><u>Description</u></b>	<b><u>Price</u></b>
0003	Man's Swiss Quartz Movement Medallion Dial Watch	\$90.00
0004	Woman's Swiss Quartz Movement Medallion Dial Watch	\$90.00

**NOTE: When ordering watches, indicate on order "Black" or "Brown" leather strap**

0005	Desk Clock & Pen Set w/ Marble Base & Gold-Plated Medallion	\$89.00
0006	Polished Bronze Belt Buckle	\$75.00
0007	Sport Knife with Bronze Medallion Inlay	\$85.00
0008	Personalized Wall Plaque	\$81.00
0009	Desk Pen Set with Gold-Plated Medallion	\$83.00
0010	Charm/Bracelet, Solid 14K Gold	\$84.00

**NOTE: When ordering Woman's Charm Bracelet, indicate 6.5", 7", or 7.5" length chain.**

0011	Lapel Pin/Tie Tac, Solid 14K Gold	\$79.00
------	-----------------------------------	---------

**Note on all 25 Year Service Award orders: Please include the recipient's name, month, day, year that recipient reached the 25 year service level.**

**All 25 Year Service Awards include a mounted, framed certificate; if the framed certificate (only) is requested, it is available as noted below:**

Framed Certificate, 25 Years of Services	\$21.00
--	---------

**RETIREMENT AWARDS (25 years or more of service)**

<b><u>Item</u></b>	<b><u>Description</u></b>	<b><u>Price</u></b>
0012	Man's Swiss Quartz Movement Medallion Dial Watch	\$90.00
0013	Woman's Swiss Quartz Movement Medallion Dial Watch	\$90.00

**NOTE: When ordering watches, indicate on order "Black" or "Brown" leather strap.**

0014	Man's Sterling Silver Ring w/ Gold Emblem	\$81.00
0015	Woman's Sterling Silver Ring w/ Gold Emblem	\$81.00

**NOTE: When ordering Rings, indicate ring size.**

0016	Waterford Lead Crystal Vase, Base and Medallion	\$88.00
0017	Bronze Medallion Embedded in Acrylic	\$79.00
0018	Mantel Clock w/ Gold-Plated Medallion	\$90.00

**On all Retirement Service Awards please indicate the Recipient's name.**

**EFFECTIVE DATES AND ORDER PLACEMENT ANNOUNCEMENT  
25-YEAR AND RETIREMENT SERVICE AWARDS  
Pricing Effective 01/19/2005 – 08/31/2005**

**DGS-PROCUREMENT DIVISION CONTACT:**

Questions regarding this service award announcement should be directed to:

Sharon DuBose, Analyst  
Acquisitions & Contracts Section  
Procurement Division  
Department of General Services  
707 – 3rd Street, 2nd Floor (95605)  
P. O. Box 989054  
West Sacramento, CA 95798-9054

PHONE: (916) 375-4463 / CALNET 480-4463  
FAX: (916) 375-4522 / CALNET 480-4522  
E-mail: sharon.dubose@dgs.ca.gov

**NOTE:** Photographs of the 25-Year & Retirement Service Award items are on display at the Department of General Services, Procurement Division website link at:

**<http://www.pd.dgs.ca.gov/contracts/awards>**

**CALIFORNIA GOVERNMENT CODE SECTION 19849.9 REGARDING SERVICE AWARDS:**

**19849.9.** (a) Any appointing power may present to an employee who has completed 25 or more years of state service a certificate, plaque, or other suitable memento and the cost of the same shall be a proper charge against the support appropriation of the department or office in which the employee serves. The cost of any certificate, plaque, or memento shall not exceed the sum of ninety dollars (\$90). A presentation may likewise be made to a retired employee who on the date of his or her retirement had completed 25 or more years of state service. (b) Beginning January 1, 2005, and every five years thereafter, the director may adjust the limit specified in subdivision (a) to reflect the average rate of inflation since the dollar amount was last adjusted.

**WEBSITE LINK TO CALIFORNIA GOVERNMENT CODE SECTION 19849.9:**

**<http://www.leginfo.ca.gov/calaw.html>.**

***(Original Signature on File)***

---

Janice King, Assistant Deputy Director  
Procurement Division  
Department of General Services